

Timestamp	Observation:	Room Number or Location/Name:	Comments for this room:	ADMINISTRATION	CUSTODIAL	FACILITIES WORK ORDER NUMBER	IEQ WORK ORDER NUMBER	ASSIGNED DATE	COMPLETION DATE	30-DAY REVISIT	CLOSED
4/16/2018 13:06:37	01B. TEMPERATURE: Uncomfortable	132	Slightly cooler		x						
4/16/2018 13:42:00	01B. TEMPERATURE: Uncomfortable	Portable 143	Staff says it gets uncomfortable both seasons reported on teacher checklist but unsure if anyone has been out		x						
4/16/2018 12:50:36	03. FOOD: Unsealed, left in room, dirty lunch boxes	Media workroom	Cookies and pretzels out	x							
4/16/2018 12:35:43	04: VENTS: Dirty, obstructed (Wall, Ceiling)	015 storage front office	Dusty exhaust vent		x						
4/16/2018 12:38:06	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Room128	Desk partially blocking	x							
4/16/2018 12:43:30	04: VENTS: Dirty, obstructed (Wall, Ceiling)	35	Corner of one supply diffuser dusty		x						
4/16/2018 13:01:16	04: VENTS: Dirty, obstructed (Wall, Ceiling)	31	Diffusers dusty		x						
4/16/2018 13:05:50	04: VENTS: Dirty, obstructed (Wall, Ceiling)	132	Vent blocked		x						
4/16/2018 13:24:36	04: VENTS: Dirty, obstructed (Wall, Ceiling)	Vents	Dusty fins on supply diffusers		x						
4/16/2018 12:42:42	06: CLEANLINESS: Dust, trash	Room 128	Dust on sprinklers		x						
4/16/2018 12:53:58	06: CLEANLINESS: Dust, trash	129	Ledges need dusting		x						
4/16/2018 13:03:32	06: CLEANLINESS: Dust, trash	131	High dusting		x						
4/16/2018 13:07:07	06: CLEANLINESS: Dust, trash	132	High dusting		x						
4/16/2018 13:07:50	06: CLEANLINESS: Dust, trash	132	Plastic Bags	x							
4/16/2018 13:09:44	06: CLEANLINESS: Dust, trash	101-storage closet in room 100	Dusty shelving hit or miss		x						
4/16/2018 13:09:49	06: CLEANLINESS: Dust, trash	162		x							
4/16/2018 13:10:45	06: CLEANLINESS: Dust, trash	Music hall	Open instrument casework some shelves dusty		x						
4/16/2018 13:11:58	06: CLEANLINESS: Dust, trash	163	High dusting		x						

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4/16/2018 13:14:14	06: CLEANLINESS: Dust, trash	Closet in room 103	Dusty shelving		x						
4/16/2018 13:16:21	06: CLEANLINESS: Dust, trash	164	High dusting		x						
4/16/2018 13:23:44	06: CLEANLINESS: Dust, trash	164	Sink stain/grime		x						
4/16/2018 13:25:53	06: CLEANLINESS: Dust, trash	165	Rust and grime by sink		x						
4/16/2018 13:26:56	06: CLEANLINESS: Dust, trash	165	High dusting		x						
4/16/2018 13:30:07	06: CLEANLINESS: Dust, trash	5th grade pod	High dust sprinkler		x						
4/16/2018 13:32:56	06: CLEANLINESS: Dust, trash	166	Food and trash on ground	x							
4/16/2018 13:33:28	06: CLEANLINESS: Dust, trash	166	Christmas lights	x							
4/16/2018 13:34:29	06: CLEANLINESS: Dust, trash	154	Dirt under sink		x						
4/16/2018 13:36:10	06: CLEANLINESS: Dust, trash	5th grade boys bathroom	High dusting and two lights out		x						
4/16/2018 13:37:31	06: CLEANLINESS: Dust, trash	157	Clean up clutter	x							
4/16/2018 13:39:52	06: CLEANLINESS: Dust, trash	146	No Christmas lights	x							
4/16/2018 13:45:56	06: CLEANLINESS: Dust, trash	144	Clean up area	x							
4/16/2018 13:47:21	06: CLEANLINESS: Dust, trash	143	High dusting		x						
4/16/2018 13:50:26	06: CLEANLINESS: Dust, trash	2/3 boys bathroom	Sprinkler cap			69881	69881	5/4	5/4		
4/16/2018 12:46:29	08: CEILING TILES: Stained, broken, holes, painted	130	Tile stained		x						
4/16/2018 12:53:35	08: CEILING TILES: Stained, broken, holes, painted	69	Broken tile in back cubby area. Left corner		x						
4/16/2018 12:57:23	08: CEILING TILES: Stained, broken, holes, painted	Kindergarten hallway outside room 71	Two stained tiles		x						
4/16/2018 12:58:19	08: CEILING TILES: Stained, broken, holes, painted	Outside room 74	Broken tile		x						
4/16/2018 13:13:53	08: CEILING TILES: Stained, broken, holes, painted	163	Item hanging from ceiling tile	x							
4/16/2018 13:15:37	08: CEILING TILES: Stained, broken, holes, painted	Foyer outside of gym	Fresh water stain recent heavy rains			67599	67599	4/18	4/20		

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4/16/2018 13:29:15	08: CEILING TILES: Stained, broken, holes, painted	5th grade pod	Broken stained tile		x						
4/16/2018 13:45:20	08: CEILING TILES: Stained, broken, holes, painted	140	Small brown stain above cabinets		x						
4/16/2018 12:41:49	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	34	Under sink black discoloration but wipes like graphite need to take off plate to see behind			67761	67761	4/17	5/1		
4/16/2018 12:48:03	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	43	Discoloration in caulk of backsplash back of sink redo to look clean		x						
4/16/2018 12:50:58	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	67	Brown stain on ceiling tile in cubby area right corner		x						
4/16/2018 14:12:52	09. WATER DAMAGE: Spotting, mildew, paint irregularities (ceilings, walls, doors, windows)	38	Mineral salts under window and blistering paint		x						
4/16/2018 12:52:23	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	129	IKEA lamp	x							
4/16/2018 13:08:30	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	101-storage	Mini frig	x							
4/16/2018 13:53:18	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	129	Carpet on tile	x							
4/16/2018 13:53:46	11. NON-ISSUED HCPSS FURNITURE AND APPLIANCES	132	Carpet on tile	x							
4/16/2018 12:53:09	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	Media	Stuffed animals on shelving	x							

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4/16/2018 12:55:53	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	129	Drape covering window blinds	x							
4/16/2018 12:57:27	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	39	Light covered and reading corner - sensory room	x							
4/16/2018 13:06:17	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	89	Special Ed room shelf sheet and item over table	x							
4/16/2018 13:20:51	12. FABRIC MATERIALS: Stuffed animals, beanbags, pillows, blankets, rugs, etc.	164	New cap for sprinkler - by the outside window		x						
4/16/2018 13:34:25	14. MATERIALS/CHEMICALS: Improperly stored or marked	166	Chemical bottle not labeled		x						
4/16/2018 13:13:21	15. FLOORS: Coverings not level or secure (tile, carpets, wood board, etc.)	103	Cuts and a loose strand	x							
4/16/2018 13:38:41	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	152	Artificial flowers on shelf	x							
4/16/2018 13:50:14	18. PLANTS: NO ARTIFICIAL. LIVE - Waterproof barriers in place	34	Artificial plant at sink looks clean	x							
4/16/2018 13:31:24	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	156	Evidence of standing water around handles		x						
4/16/2018 13:33:01	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	155	Leaking faucet and evidence of standing water on handles			69879	69879	5/4	5/4		
4/16/2018 13:34:05	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	54	Leaking faucet			69879	69879	5/4	5/4		

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4/16/2018 13:35:42	19. SINKS AND FOUNTAINS: Drain slowly, work improperly, leak	153	Dripping faucet and evidence of standing water by handles			69879	69879	5/4	5/4		
4/16/2018 13:37:22	20. STANDING WATER: Sinks, fountains, on counter	152	Standing water by faucet cold water handle		x						
4/16/2018 12:45:43	23. ELECTRICAL: Electrical outlets not secured, cover missing, frayed wires on equipment	130	Cardboard behind electrical plate			69873	69873	5/3	5/10		
4/16/2018 13:14:51	25. EXTENSION CORDS: Used as permanent wiring	163	Electrical cords need to be a power strip	x							
4/16/2018 13:52:28	26. ELECTRICAL EQUIPMENT: Near sinks or source of water	Alt ed	Phone cord wrapped through ceiling tile	x							
4/16/2018 13:32:05	27. ELECTRICAL WIRING: Exposed or disconnected wires	166	Open conduit			69874	69874	5/3	5/10		
4/16/2018 12:51:24	31. VENTS/WINDOWS: Blocked, shrubby near vents or windows which hinder operation	129	Desk partially blocking vent	x							
4/16/2018 13:19:43	35. EXTERIOR DOORS: Not closed	164	Weather stripping		x	69875	69875	5/3	5/3		
4/16/2018 13:21:34	35. EXTERIOR DOORS: Not closed	131	Door not closing properly		x	69878	69878	5/3	5/3		
4/16/2018 13:54:36	35. EXTERIOR DOORS: Not closed	129	Door sticks in different spots		x	69878	69878	5/3	5/3		
4/16/2018 12:53:31		129 not 128	Wall vent partially blocked	x							